# GENERATE

# CSA UTILIZATION REPORTS

*User Manual*

*Read this manual before operating the system, and for future reference.*
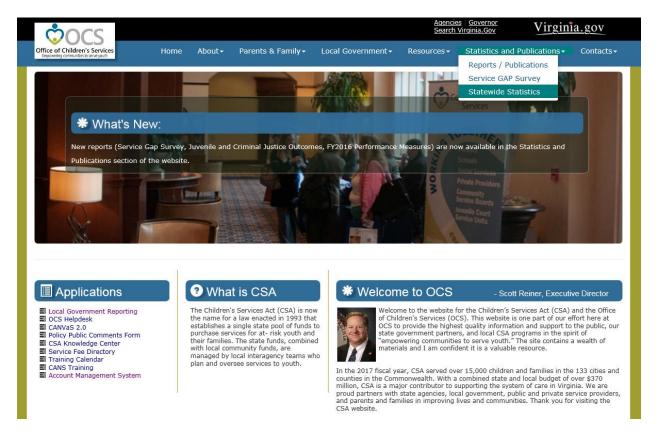


Last updated on: April 24, 2018

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# Accessing CSA Utilization reports

1. **Click on Statistics and Publications, then on Statewide Statistics link.**
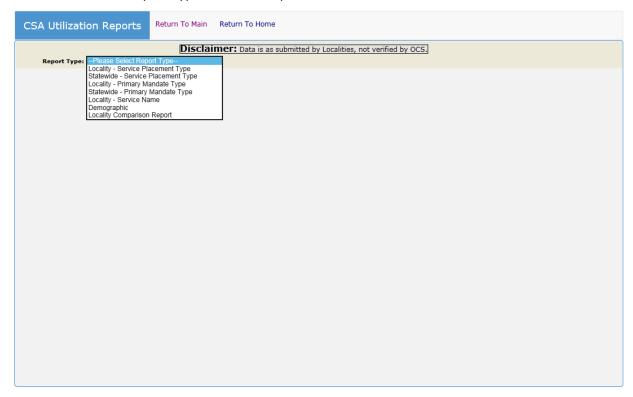


2. **Then click on CSA Utilization Reports.**

**3. Once on the CSA Utilization reports screen you will first need to:**

1. Select a Report Type from the drop down list



The following are the report types
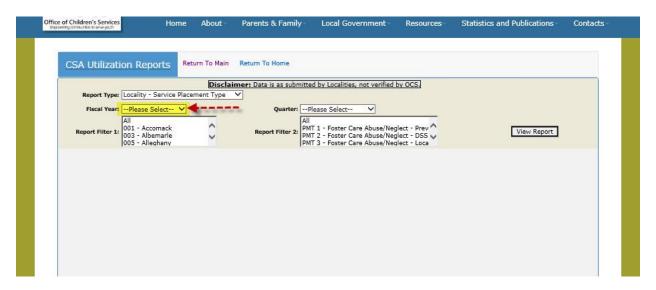
        a. Locality – Service Placement Type

        b. Statewide – Service Placement Type

        c. Locality – Primary Mandate Type

        d. Statewide – Primary Mandate Type

        e. Locality – Service Name

        f. Demographic

        g. Locality Comparison

The Filter selections vary depending on the Report Type selected.

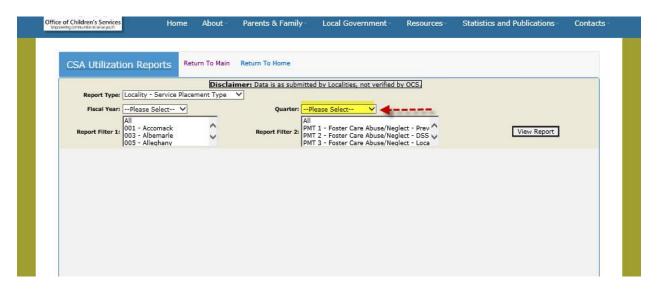# Reports: Locality–Service Placement Type, Statewide–Service Placement Type, Locality–Primary Mandate Type, Statewide–Primary Mandate Type, Demographic

For the above reports, the filter selections are as follows:

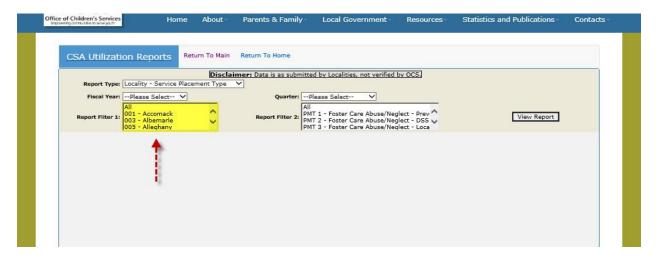**Step 1: Select the Fiscal Year from the dropdown list.**



**Step 2: Select the quarter from dropdown list (This represents the quarter within the fiscal year)**
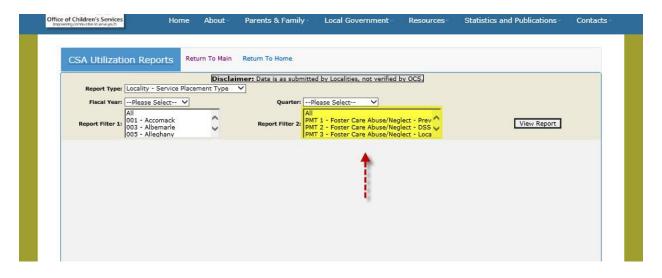
**Step 3: Select Report Filter 1**

➢ For Locality Service Placement Type or Locality Primary Mandate Type or Locality Service Name reports users can select individual locality or click hold CTRL key and click for multiple localities or select all

➢ For Statewide- Service Placement Type reports users can select individual service placement type or click hold CTRL key and click for multiple SPT or select all

➢ For Statewide- Primary Mandate Type reports users can select individual primary mandate types or click hold CTRL key and click for multiple PMT or select all

➢ For Demographic reports users can select individual locality or click hold CTRL key and click for multiple localities or select all



**Step 4: Select Report Filter 2**

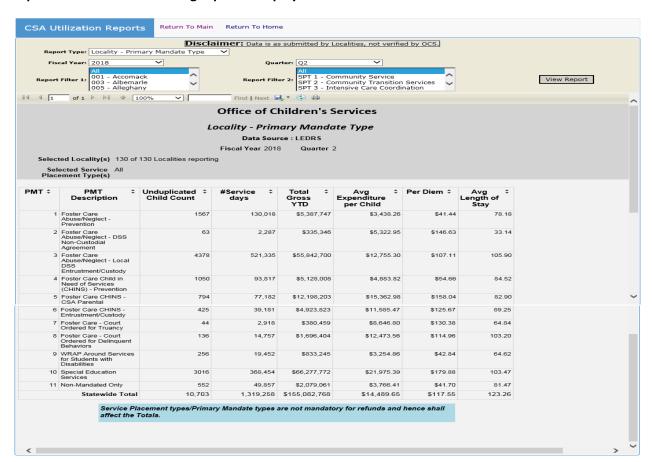➢ For Locality Service Placement Type: users can select individual PMT or select all or click hold CTRL key and click for multi-select

➢ For Locality Primary Mandate Type : users can select individual SPT or select all or click hold CTRL key and click for multi-select

➢ For Locality Service Name reports users can select individual Service Name or select all or click hold CTRL key and click for multi-select

**Step 5: To "view" report, click on View Report Button**



Based on the selects, when the users clicks on "View Report" the report is displayed on the screen, A report similar to the following report is displayed.
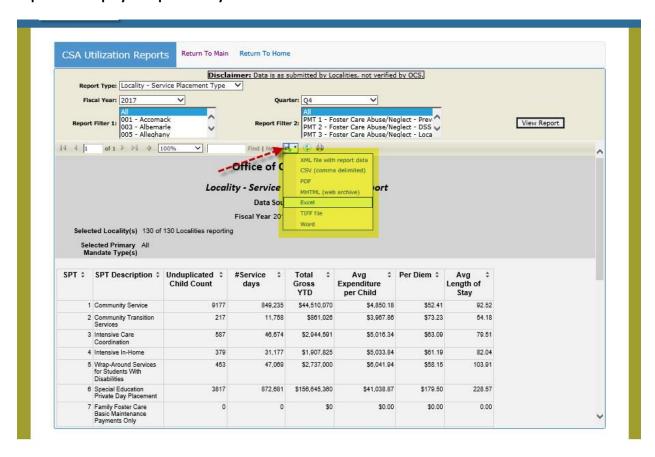
**Office of Children's Services**

*Locality - Primary Mandate Type*

Data Source : LEDRS

**Fiscal Year 2018     Quarter 2**

Selected Locality(s)  130 of 130 Localities reporting

Selected Service  All
Placement Type(s)

| PMT ⇕ | PMT Description ⇕ | Unduplicated Child Count ⇕ | #Service days ⇕ | Total Gross YTD ⇕ | Avg Expenditure per Child ⇕ | Per Diem ⇕ | Avg Length of Stay ⇕ |
|---|---|---|---|---|---|---|---|
| 1 | Foster Care Abuse/Neglect - Prevention | 1567 | 130,018 | $5,387,747 | $3,438.26 | $41.44 | 78.18 |
| 2 | Foster Care Abuse/Neglect - DSS Non-Custodial Agreement | 63 | 2,287 | $335,346 | $5,322.95 | $146.63 | 33.14 |
| 3 | Foster Care Abuse/Neglect - Local DSS Entrustment/Custody | 4378 | 521,335 | $55,842,700 | $12,755.30 | $107.11 | 105.90 |
| 4 | Foster Care Child in Need of Services (CHINS) - Prevention | 1050 | 93,817 | $5,128,008 | $4,883.82 | $54.66 | 84.52 |
| 5 | Foster Care CHINS - CSA Parental | 794 | 77,182 | $12,198,203 | $15,362.98 | $158.04 | 82.90 |
| 6 | Foster Care CHINS - Entrustment/Custody | 425 | 39,181 | $4,923,823 | $11,585.47 | $125.67 | 89.25 |
| 7 | Foster Care - Court Ordered for Truancy | 44 | 2,918 | $380,459 | $8,646.80 | $130.38 | 64.84 |
| 8 | Foster Care - Court Ordered for Delinquent Behaviors | 136 | 14,757 | $1,696,404 | $12,473.56 | $114.96 | 103.20 |
| 9 | WRAP Around Services for Students with Disabilities | 256 | 19,452 | $833,245 | $3,254.86 | $42.84 | 64.62 |
| 10 | Special Education Services | 3016 | 368,454 | $66,277,772 | $21,975.39 | $179.88 | 103.47 |
| 11 | Non-Mandated Only | 552 | 49,857 | $2,079,061 | $3,766.41 | $41.70 | 81.47 |
| | **Statewide Total** | 10,703 | 1,319,258 | $155,082,768 | $14,489.65 | $117.55 | 123.26 |

*Service Placement types/Primary Mandate types are not mandatory for refunds and hence shall affect the Totals.*

**Step 6: To "print" a report, click on the printer icon**



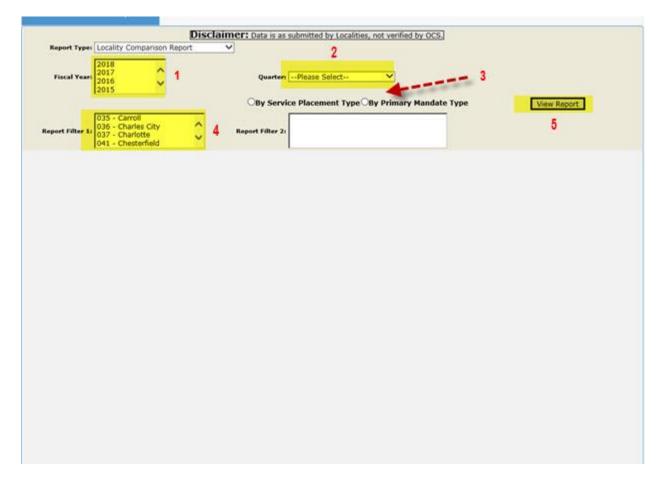**Step 7: To "export" a report, click on the save icon**

**Export the displayed report in any of the listed formats.**

# Locality Comparison Report

**Step 1: Select one fiscal year from the dropdown**

**Step 2: Select which quarter within the fiscal year you would like to view**

**Step 3: Select the either one of the radio button By Service Placement Type or By Primary Mandate Type. Depending on this selection, the Report Filter 2 is populated. Select All or Single or Multi (using Ctrl-click)**

**Step 4: From report filter 1: Select 2 or more localities/statewide. Up to 5 localities, including statewide can be selected at a time. Multi-select is done using the Ctrl click feature**

**Step 5: To "view" report, click on View Report Button**

**The following report is displayed**

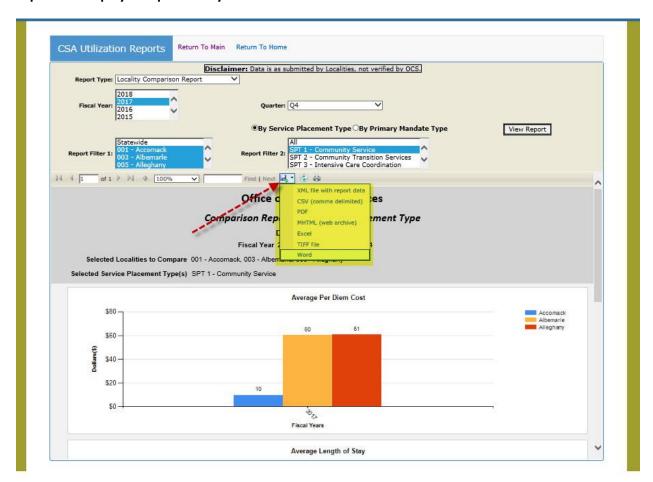**Step 6: To "print" a report, click on the printer icon**



**Step 7: To "export" a report, click on the save icon**

**Export the displayed report in any of the listed formats.**

# General guidance to create CSA Utilization reports

- There are 7 available Types of Reports
    - Locality – Service Placement Type (SPT)
    - Statewide – Service Placement Type (SPT)
    - Locality – Primary Mandate Type (PMT)
    - Statewide – Primary Mandate Type (PMT)
    - Locality – Service Name
    - Demographic
    - Locality Comparison Report

- Dependent on the report selected, the reporting will display:
    - By locality
    - By Mandate Type
    - By Service Placement Type

- The following information is provided on each Locality or Statewide report
    - Unduplicated Child Count
    - # of Service Days
    - Total YTD (expenditures)
    - Average expenditure per child
    - Per Diem cost (cost per day)
    - Average Length of Stay

- The following comparisons are provided in the Locality Comparison Report
    - Average Per Diem Cost
    - Average Length of Stay
    - Average expenditure per Child

Locality Service Placement Type (SPT) – This report returns information on a single (or multiple) selected localities for selected placement types:

- Select the applicable fiscal year (2009 – 2014)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select the report by using the dropdown box and selecting "Locality Service Placement Type"
- Select Filter 1, representing the locality (or localities) desired
- Select Filter 2, representing the Primary Mandate Type (PMT) or types desired.
- Engage "View  Report"
- Note:  The selected locality (localities) and selected Primary Mandate Types will appear in the upper left hand section of the report

Statewide Service Placement Type (SPT) – This report returns information on single (or multiple) service placement types listing for all localities (statewide).

- Select the applicable fiscal year (2009 – 2014)

- Select the applicable quarter (Q2, Q3 or Q4)
- Select the report by using the dropdown box and selecting "Statewide Service Placement Type"
- Select Filter 1, representing the service placement type(s) desired
- Select Filter 2, representing the Primary Mandate Type (PMT) or types desired.
- Engage "View Report"
- Note: The selected service placement type(s) and/or primary mandate types will appear in the upper left hand section of the report

Locality Primary Mandate Type (PMT) - This report returns information on a single (or multiple) selected locality Primary Mandate Type (PMT).

- Select the applicable fiscal year (2009 – 2014)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select the report by using the dropdown box and selecting "Locality – Primary Mandate Type"
- Select Filter 1, representing the locality (or localities) desired
- Select Filter 2, representing the Service Placement Types desired.
- Engage "View Report"
- Note: The selected locality (localities) and/or service placement types will appear in the upper left hand section of the report.

Statewide Primary Mandate Type (PMT) - This report returns information on a single (or multiple) selected locality Primary Mandate Type (PMT) for all localities (statewide).

- Select the applicable fiscal year (2009 – 2014)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select the report by using the dropdown box and selecting "Statewide – Primary Mandate Type"
- Select Filter 1, representing the Primary Mandate Type(s) desired
- Select Filter 2, representing the Service Placement Types desired.
- Engage "View Report"
- Note: The selected primary mandate type(s) and/or service placement type(s) will appear in the upper left hand section of the report.

Demographic - This report returns information on a single (or multiple) selected locality demographics. Information returned includes gender, ethnicity, age and referral source.

- Select the applicable fiscal year (2009 – 2014)
- Select the applicable quarter (Q2, Q3 or Q4)
- Select the report by using the dropdown box and selecting "Demographic"
- Select Filter 1, representing the   desired
- There is no option for filter 2 - ignore.
- Engage "View Report"
- Note: The unduplicated census will appear in the upper left had corner for the locality (localities selected.

Technical Assistance on the CSA Utilization reports please contact: OCS Help Desk